

TRAFFIC OPERATIONS ASSISTANT

Recruitment #1703-1896-001

List Type	Original
Requesting Department	DPW-INFRASTRUCTURE-TRANSPORT
Open Date	4/21/2017 2:00:00 PM
Filing Deadline	5/12/2017 11:59:00 PM
HR Analyst	Nola Nelson

INTRODUCTION

The Department of Public Works is seeking Transportation Operations Assistants to fill intern positions providing project and program support to the Transportation Operations Section including: design process, in-field technical work, and data collection and analysis.

This is a part-time position and hours cannot exceed 1,040 hours per year.

PURPOSE

Under the general direction of the Transportation Operations Engineer, the Transportation Operations Assistant performs traffic studies and compiles and analyzes data related to various transportation functions.

ESSENTIAL FUNCTIONS

- Assist staff in the preparation of project documents, forms, drawings and public-facing content including plans, specifications, grant applications, cost estimates, public meeting materials, web content, and field layout of traffic control devices.
- Collect transportation data and perform field observations at assigned locations.
- Compile and analyze data on traffic conditions and collect data relative to vehicular, pedestrian and bicycle volumes, vehicle speeds, signal phase length and other operational elements, and parking availability and usage.
- Assist with field layouts for new projects or revisions to existing layouts (signs, marking, etc.).
- Input and/or edit data in existing databases, spreadsheets, CADD drawings, GIS, and geodatabases.
- Enter data into function specific software in order to prepare graphic illustrations, simulations, conceptual plans for various types of transportation projects and improvements.
- Compile existing data needed to support the development of grant applications and other capital funding requests.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

CONDITIONS OF EMPLOYMENT

- Must be able to perform outdoor work, which may involve exposure to inclement weather.
- Must be able to perform work in proximity to live traffic conditions.
- Must be able to perform light physical work exerting up to 10 pounds of force and perform physical activities in the work environment that require agility, including walking, standing, climbing stairs, crouching, stooping, and reaching.

MINIMUM REQUIREMENTS

1. Current enrollment as a sophomore or higher at an accredited college or university in Civil Engineering, Urban Community Planning, Civil Engineering Technology, Transportation Planning, Architecture or a closely related field.
2. Valid driver's license at time of appointment and throughout employment.

IMPORTANT NOTE: *To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected.*

Your transcripts must be legible and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed. Student copies are acceptable.

DESIRABLE QUALIFICATIONS

1. Experience or knowledge of computer-aided design (CADD) software such as Microstation, AutoCAD, or Civil 3D.
2. Knowledge of Complete Streets and context sensitive transportation design principles.
3. Experience with or knowledge of design/technical standards for transportation projects including those set forth by the following: Manual on Uniform Traffic Control Devices (MUTCD), American Association of State Highway and Transportation Officials (AASHTO), Institute of Transportation Engineers (ITE), Association of Pedestrian and Bicycle Professionals (APBP), and the National Cooperative Highway Research Program (NCHRP).

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Ability to communicate clearly and concisely in writing.
- Ability to communicate orally in a clear and effective manner, as well as listen to others with full attention.
- Ability to work independently and in collaboration with others.
- Ability to organize and complete work assignments according to deadlines.
- Ability to allocate limited resources in a cost-effective manner.
- Ability to use a hand calculator and digital traffic recorder.
- Ability to collect, compile, and analyze data.

Traffic Operations Assistant (DPW-Infrastructure-Transport)

- Ability to generate accurate data to be used in management reports.

CURRENT SALARY

THE CURRENT HOURLY WAGE (PG 9PN): The current starting hourly rate is \$14.28 for City of Milwaukee residents. The non-resident starting hourly rate is \$13.93. Appointment may be up to \$15.81 (\$15.42 non-resident) for students with sophomore and junior status and up to \$17.96 (\$17.52 non-resident) for students with senior status.

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation, written, oral or performance examinations or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE: The examination will be held as soon as practical after **May 12, 2017**. Receipt of application may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.